

NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 10/03/2022
Approved November 7, 2022

Distribution: Ray Buxton Jr. Cathy Nelson-Smith George Drinkwater Paula Boyle Peter Hellfach Wendy Chase

Opening:

The regular meeting of the Newfields Village Water & Sewer District was called to order at 7:00 pm on October 3, 2022, at the Water & Sewer District Office, 75 Main Street.

Present: Commissioners Ray Buxton, Cathy Nelson-Smith, George Drinkwater, Superintendent Peter Hellfach, Engineer Paula Boyle and Treasurer Wendy Chase.

A. Approval of Minutes

The minutes of September 12, 2022 were unanimously approved.

B. Open Issues

1. Conservation Plan.

- a) Calibrating the Source Meters: Due every 3 years. Next calibration deadline is due by the end of year 2024. This is not part of Peter's contract. We may want to add to the job description – coordinate the calibration of the source meters.
- b) Leak Log: Paula said that they applied for a leak log grant Newfields is on the list but they continue to shift the grant recipients on the list. The grant list will be out next month. Paula should we add this to the list of tasks on the new contract.
- c) Emergency Plan: Reviewed annually and updated every 6 years. **The next review is due March 2027.**

2. Sludge Removal. Remove sludge from Lagoons along with piping and old aeration system and replace existing aeration system with a permanent solution. Paula prepared applications to NH DES to get State Revolving Fund SRF loan money for the future project to remove sludge. Paula applied for the grant and we are now on the lower end of the list for SRF loan money. **On Hold.**

3. Wastewater Updates:

4. National Pollutant Discharge Elimination System (NPDES) Permits.

- a) Small Wastewater Treatment Facility General Permit (WWTFGP) (Village District purview)– **Background:** was issued September 28, 2021 and will become effective December 1, 2021. The Small WWTF General Permit is designed to authorize discharges of wastewater from publicly owned treatment works and other treatment works that treat domestic sewage. The permit establishes effluent limitations, monitoring requirements, reporting requirements and standard conditions for facilities that discharge to fresh and marine waters in MA and NH. **Update:** John Jackman has completed the Capacity Management Operation and Management Plan (CMOM) report, a requirement that has to do with operating the sewer system. Paula has a copy of the report that includes the District's assets and guidelines on how we should operate and maintain the system. She is going through it and hopes to get it to the Commissioners by the end of the week because it is due by October 1, 2022. Paula will send the CMOM report via email to the Commissioners and Peter and asked them to review it early next week. Paula will then submit the report by the October 1st deadline. We have 24 months to finish the complete

CMOM report. Peter received a report of items tweaking the general permit. Peter said the daily trip to Concord for testing continues. **In Process.**

- b) **Great Bay Total Nitrogen General Permit (GBTNGP) (Village District Purview) – Background:** The GBTNGP was issued for 13 eligible wastewater treatment facilities that discharge treated wastewater containing nitrogen within the Great Bay watershed in NH. It was issued on November 24, 2020 and became effective February 1, 2021. The permit establishes total nitrogen effluent limitations, monitoring requirements, reporting requirements and standard conditions for the 13 WWTFs. The discharge of all pollutants other than nitrogen from these WWTFs will continue to be authorized by each WWTS's respective individual NPDES permit. Rather than address this permitting task on a permit-by-permit basis, EPA instead fashioned a general permit designed to comprehensively regulate nitrogen loading from 13 WWTFs in NH on a gross, watershed-wide scale, incorporating an innovative and adaptive approach to achieving water quality standards in the Great Bay estuary through a combination of mandatory load limits at the WWTFs and voluntary nonpoint source nitrogen reductions. **Update:** HTA and NH DES are discussing the way the District is calculating nitrogen levels. Paula, Peter and Mike Trenk have a meeting tomorrow to find out what needs to go into Peter's daily operating report to calculate the nitrogen. It was decided at the meeting that Peter is calculating the nitrogen correctly. **In process.**
- c) **Stormwater Asset Management MS4 (Town's Purview) – Background:** Stormwater Asset Management ties into the NH Small MS4 General Permit; both under the town's purview. Ray is the liaison as District Commissioner. **Update:** Raquel from HTA submitted the mitigation plan to the Town. DES was pleased with the Asset Management Plan for Stormwater. HTA is waiting to see if the Town wants to move forward with the two identifying projects in the report.

5. Water Treatment & Supply Study.

- a) **Consolidation Plan: Background:** The District received a 10,000 grant to look into connecting to the Newmarket water system. Newmarket has reached out to the District stating that they would expect Newfields to upgrade 1.6 miles of pipe in Newmarket if we do connect to their system. **Update:** None
- b) **Sustainability Plan: Background:** We received a grant for \$48,000 to look at alternates for a 20 year water sustainability plan. **Update:** Paula said she and Dave have been working on a sustainability plan and came up with an option to make Newfields sustainable; put in another shallow Well; there is room behind Well #1. Peter said it would be ideal to get 20 gallons per minute. They decided to back off on that option and look at the Newmarket interconnection option because Newmarket and Newfields were awarded grant money from ARPA to do an interconnection with Newmarket. This is going to be a fast moving project. Paula said the alternatives are (1) connect to Newmarket and keep our system as a backup or abandon our system (2) regionalization alternative (Stratham coming through on route 108) and (3) keep status quo and add shallow well. Paula had Ray sign the new HTA agreement. Paula said hopefully they will have solid information before we have to make a final decision. Paula said there will be a report of the alternatives with risk factors, advantages and disadvantages. There will be a comparison of all the alternatives and then we will need to make some major decisions. The report will not be ready until December. Once we

decide we will have to have a big public outreach. The State will want to look at it and understand it. Ray met with Sean Greig from Newmarket. He said the plan would be to put water line under the railroad tracks and build a pump station on the Newmarket side.

6. Water & Sewer System Operator

Request for Proposals for Peter's replacement. Josh Scotton from Rochester met with the Commissioners and is interested in the position. Peter contacted Whitewater Engineering in Danvers but they are too far away. Paula said that she will come up with candidates and will talk to John Jackman to see if he has any suggestions. The Commissioners decided to solicit for a replacement. Peter said the Commissioners are responsible for the distribution system; it is not part of his contract. Is that something the Commissioners want to change? Calibration of the source meters – this is due to be done at the end of 2024 – we may want to add this to the job description. **In Process.**

C. New Items

The Meeting was adjourned at 8:05 PM. The next regular meeting will be on Monday, November 7, 2022, at 7:00 PM in the Newfields Water & Sewer District Office, 75 Main Street.

Respectfully submitted,

Wendy V. Chase,
Treasurer